

1. TO BECOME BETTER...

Dear Friend,

The basic idea in presenting this material is to motivate you to initiate action. Personality Development implies that you should develop 360°. TO BECOME BETTER, it is YOU who should take the initiative.

Four short words sum up what has lifted most successful individuals above the crowd: "A LITTLE BIT MORE." Yes! A LITTLE BIT MORE. Yes, to start with, JUST A LITTLE BIT MORE.

Generally we all have a tendency to postpone; more particularly, it seems to be true, when we want to do something that is good. There is no doubt about our enthusiasm, but in our eagerness to do a good job, we want to do a lot more, and hence we would like to plan well, prepare well, and begin well. If only we are willing to start doing it NOW, even if it were to be with a less than perfect plan, it is perfectly all right to begin doing JUST A LITTLE BIT MORE. Surely, we will be doing A LOT MORE, hopefully very soon, provided we begin. Hence, it is advantageous to begin NOW to do Just a Little Bit More and gradually or may be much earlier and much faster, motivate ourselves to do A LOT MORE.

Yes, A LITTLE BIT MORE in every good thing we do. And of course, doing it NOW. It is this that makes the difference; all the difference between getting started and doing something and not getting started and doing nothing. Be DIFFERENT and not INDIFFERENT; Be DISCIPLINED and not INDISCIPLINED; Be EFFICIENT and not INEFFICIENT. And so on. Thus, BECOMING BETTER AND UNHESITATINGLY BEGINNING NOW, should be our commitment. Becoming better should be our commitment for life. And, in everything we do. Yes. Pursuit of Excellence is the purpose of life.

A LITTLE BIT MORE everyday, adds a great deal of value, over a period of time and becomes A LOT MORE - just as little drops finally add up to mighty rivers and mightier oceans.

Just by committing yourself to do "A LITTLE BIT MORE" and "BEGINNING TO DO IT NOW", you find it easy to BECOME BETTER. Good Luck. Begin Now.

PERSONAL DEVELOPMENT:

"To attract attractive people, you must be attractive. To attract powerful people, you must be powerful. To attract committed people, you must be committed. Instead of going to work on them, you go to work on yourself. If you BECOME, you can ATTRACT." "We can have more than we've got because we can become more than we are." "The big challenge is to become all that you have the possibility of becoming. You cannot believe what it does to the human spirit to maximize your human potential and stretch yourself to the limit." "The most important question to ask on the job is not "What am I getting?" The most important question to ask on the job is "What am I becoming?" "It is hard to keep that which has not been obtained through personal development." "What you become directly influences what you get."

[With grateful thanks to Jim Rohn]

2. WE ARE OUR THOUGHTS

Life is a rare and beautiful opportunity. Learn to live fully and usefully. You can increase your happiness by being more thoughtful. We are our thoughts. The quality of your thoughts determines your attitude, behaviour, feelings, emotions, performance and thus your life. I have collected certain useful thoughts, full of experience and meaning, from various sources. They offer sincere insight into life, its meaning and significance. I am happy to be able to share them with you. I request you to carefully ponder and see whether they could be of some use to you also.

I suggest that you maintain a small note book, and continue to add to the list. Further, I have a small request. Be ready and willing to share your collection with others. Let the availability of good things grow.

With best wishes.

1. If you take it, return it. If you break it, fix it. If you know it, live it. If you want it, ask for it. If you use it, clean it. If you wear it, hang it up. If you made a mistake, take responsibility for it. If you have something that is good, share it. If you own it, protect it. If you love someone, show it. If you believe it, you can achieve it. In short, be a responsible and contributing person.
2. Relationships don't end, they change.
3. You CAN make a living doing what you love.
4. Never spend all the money you have. Save money and it saves you.
5. In bad times everyone can't help you and in good times everyone is not as happy for you. Learn how to discern and develop true friends.
6. Don't make promises which you can't keep.
7. God is always listening, be careful with your inner self-talk.
8. People and creditors have long memories.
9. The past has passed, let go of the pain, nostalgia, 'would have', 'could have', 'should have'.
10. Practice everyday saying and/or doing something that is loving, helpful & purposeful.
11. Being too dependent on others doesn't allow you to know your own power to create what you need.
12. You are too blessed to be stressed. Remind yourself of this reality.
13. Most people are not bad or mad, they are just sad and don't know how to get the love and attention they deserve.
14. Everything you say and think has power to create its likeness.
15. Fear and procrastination are major enemies to success.
16. You have lot to gain by feeling that 'God loves me'.
17. Don't ignore or mistreat people, everyone is important.
18. Don't give up 5 minutes before your miracle.
19. Good health is so valuable, fragile and a blessing. Drink a lot of water.
20. Don't take everything so serious, have a sense of humor.
21. People like to help or do business with people they already know, networking is critical. Meet and serve as many people as you can.
22. You didn't die from your mistakes, but you may have to repeat them, if you didn't learn the lesson.
23. We train other people how to treat us; self-esteem is NOT selfishness, it's necessary.
24. Stay away from negative, critical, judgmental, gossipy people. You cannot choose your relatives; but, you can choose your friends.
25. Spend as much time as possible around nature and beautiful environments.
26. Sometimes things you can't learn in a book or from a parent, teacher or friend, you have to experience it for yourself.
27. Acknowledge your shortcomings and work to improve them. Acknowledge your strengths, be humble but don't diminish or deny them.
28. Stay focused to get a job done. Either, do it, delegate it or dump it.
29. The purpose of the painful times in the past has been to make you stronger and wiser.

30. Don't let a fool kiss you. Don't let a kiss fool you. Kisses aren't promises.
31. Have a life, don't depend on others to make you happy and fulfilled.
32. God is too big to fit into one religion, God is everywhere and in everything.
33. Marriage and parenting are serious commitments; don't be in a hurry.
34. Find ways to show appreciation to those you love and care about, not just on birthdays.
35. Pay attention to details and keep good records.
36. Prayer changes things. Trust God's divine plan.
37. Time is precious, live everyday to its fullest, everyday is a special occasion.
38. Learn to enjoy your own solitude.
39. People come into your life for a reason or a season. They bring joy and lessons.
40. Always stay in the light in spite of any bad news or changes. This positive attitude will help you stay in peace rather than fall to pieces. Be positive in thought, word and action.

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3. TEN GUIDELINES FOR SUCCESS

The following observations, made by one of the most successful businessmen of the world, have considerable credibility.

1. The Value of Time -	Don't waste it.
2. The Significance of Perseverance -	Don't give up.
3. The Pleasure of Hard work -	Don't be lazy.
4. The Dignity of Simplicity -	Don't be complicated.
5. The Worth of Character -	Don't be dishonest.
6. The Power of Kindness -	Don't be uncaring.
7. The Call of Duty -	Don't shun responsibility.
8. The Wisdom of Economy -	Don't Waste.
9. The Virtue of Patience -	Don't be impatient.
10. The Improvement of Skills -	Don't stop learning and practising.

Appreciate the wisdom of the listed 10 guidelines for success. They are so plain and simple, one wonders as to why many seem to have forgotten these simple truths?

You can welcome Success in your endeavours. Do remember Value Addition. Your actions are controlled by your thoughts and your thoughts are controlled by what you consistently inject or permit to be injected into your mind. Remember that some men succeed because they are destined to, but most men because they are determined to.

Appreciate the motivating power underlying the following thoughts:

1. When you say "I will" and you truly believe it, you'll find a way to get it done. Say "I will." Believe it. Know it. Practice it. Live it.

2. To find true success, look for ways to be of service. The value you create and deliver to others will bring commensurate rewards to you. What you get, depends on what you offer.

3. The world is full of successful people who were told time and time again that their dream was impossible. They chose not to listen. They chose to make it happen in spite of their detractors.

4. Those things we think of as the price of success—hard work, effort, discipline, persistence—are also the key rewards of that very same success.

5. Success in life flows from the gratitude and appreciation of those qualities which make success possible.

6. Challenge yourself to always keep learning. It's essential for success in whatever you do. Formula for success is based on establishing pillars of Honesty, Character, Faith, Loyalty and Integrity. By basing your life on these pillars, you should be able to achieve Love, Happiness, Security, Friends, Peace, Health and Wealth.

Design your own success strategy and implement it wholeheartedly. Wish you all the best. - *

4. DEVELOP YOUR SELF – CONFIDENCE ~ TO FEEL GOOD ABOUT YOURSELF

1. Analyze yourself; realize that you yourself are mainly responsible; accept the responsibility that you must determinedly do better to succeed in life.
2. Identify your strengths as well as your weaknesses; Dream and dream big enough; Have goals that are good and worthy; analyze how far the existing strengths would help you to achieve your goals; acquire the required new strengths, integrate them with the existing strengths and develop your strengths further. Remember – Strengthen your Strengths.
3. In respect of your weaknesses – be a bit more serious: weaken your existing weaknesses; further, avoid inviting any new weaknesses.
4. Give up your inferiority complex, if any; also, avoid superiority complex.
5. Rethink your ‘mistakes’ as lessons learnt and ensure that you do not repeat the mistakes.
6. When someone criticizes you, coolly and objectively analyze and honestly try to improve.
7. Consistently try to do better than what you have done earlier. Comparing yourself with others should serve the purpose of motivating you and not making you feel jealous. Be sure that what is important is to improve on your own past performance.
8. Prepare an action plan – your own action plan: M.A.P. – My Action Plan. Don’t eternally wait to prepare a perfect plan; there is nothing wrong, if you have to revise your plan, keeping in view the experience obtained. The process of planning is more important than the plan itself.
9. Keep a proper record of all your experiences – both of your successes and failures.
10. Particularly remember to keep a written list of all your successes, accomplishments and compliments you have received. Whenever feelings of inadequacy threaten to dampen your spirits, you must make it a habit to refer to your accomplishments and get your spirits revived.
11. Learn to focus on the task on hand; improve your ability to concentrate; further strengthen your memory power.
12. Become more interesting by being more interested in people, hobbies, etc.
13. Make it a point to wake up happy, every morning; exercise; listen to good music. Review the plan prepared for the day.
14. It is always good to have a list of things to be done, prepared in advance – preferably, the previous night.
15. There is nothing wrong to set easy-to-meet goals, which are incremental and achieving them, instead of not having any goals, and hence remaining without any achievement.
16. Read regularly, at least for 15 minutes; Review regularly; Meditate at least occasionally.
17. Avoid junk food; eat balanced diet; drink lots of water; have regular sleeping habits.
18. Perseverance pays; never, never, never give up. Failure is never final and success is never ending.
19. Each change makes the next change easier. Success improves self-confidence.
20. Positive thinking and positive attitude are very important - helps in attracting positive people. Avoid negative people, negative thinking and negative attitude.
21. Your family is your best shock-absorber; never neglect your family; be affectionate and loyal.
22. Spirituality energizes; allot sometime to explore the meaning of life; review where you are going and how you are progressing; seek help and guidance.
23. Be enthusiastic. Enthusiasm gives you energy and vitality. Success follows eager and excited effort.
24. Develop the ability to get on with people. Unless you are a good team member, people do not welcome you; unless you are a good follower, you cannot hope to become a good leader.
25. Improve your self-image. This would help you to lead, fuller, successful and more meaningful lives.
26. S.M.I.L.E. – Self Motivated Initiative to Learn and Excel. Keep smiling and keep succeeding.

5. DEVELOPING MOTIVATION – THE A.B.C. WAY

- A** ACTIVITY ORIENTATION THAT INCLUDES AVOIDING NEGATIVE PEOPLE, SOURCES, THINGS AND HABITS
- B** BECOMING BETTER CONTINUOUSLY WHICH IMPLIES BELIEF IN YOURSELF AND IMPROVING SELF-CONFIDENCE
- C** CONCENTRATE AND CONSIDER THINGS FROM EVERY ANGLE
- D** DISCIPLINE AND DEDICATION – DON'T GIVE UP AND DON'T GIVE IN
- E** ENTHUSIASM THAT LEADS TO EXCELLENCE AND TO SUCCESS
- F** FAITH; ALSO, FAMILY – THE HIDDEN TREASURES
- G** GOAL - SETTING AND GIVING & FORGIVING
- H** HONEST & HARDWORK WITH HANGING ON TO YOUR DREAMS; HELP EVER –HURT NEVER
- I** INSPIRE YOURSELF; INVENT YOURSELF; INVEST IN YOUR FUTURE
- J** JUST DO IT WITH JUSTICE AND FAIRPLAY
- K** KEEP ON TRYING; NEVER, NEVER, NEVER GIVE UP
- L** LOYALTY AND LOVE; LOVE ALL AND SERVE ALL – THAT INCLUDES YOURSELF
- M** MOMENTUM TO SUSTAIN THE MOTIVATION
- N** NEVER LIE, CHEAT OR STEAL; ALWAYS STRIKE A FAIR DEAL
- O** OPENNESS – BE OPEN TO NEW IDEAS; AVOID PREJUDICES
- P** PRACTICE AND IMPROVE PERFORMANCE
- Q** QUALITY ORIENTATION AND CONSTRUCTIVE QUESTIONNING
- R** READ, RELATE, REINFORCE, REVIEW AND RADIATE
- S** STOP PROCRASTINATING; ADOPT SUCCESS-SECURING ATTITUDES
- T** TAKE CONTROL OF YOUR OWN SELF AND YOUR DESTINY
- U** UNDERSTAND YOURSELF IN ORDER TO BETTER UNDERSTAND OTHERS
- V** VISUALIZE IT; DO NOT FORGET YOUR VALUES
- W** WORK CREATES WEALTH AND WONDERS; WORRY DOES NOT
- X** XCCELERATE YOUR EFFORTS
- Y** YOU ARE UNIQUE ~ PROVE THAT AND IMPROVE THAT; BE YOUTHFUL
- Z** ZERO IN ON YOUR TARGET AND GO FOR IT

6. LEARN TO SUCCEED

TO LAUGH OFTEN AND MUCH;
TO WIN THE RESPECT OF INTELLIGENT PEOPLE
AND THE AFFECTION OF CHILDREN;
TO EARN THE APPRECIATION OF HONEST CRITICS
AND ENDURE THE BETRAYAL OF FALSE FRIENDS;
TO APPRECIATE BEAUTY,
TO FIND THE BEST IN OTHERS;
TO LEAVE THE WORLD A BIT BETTER,
WHETHER BY A HEALTHY CHILD,
A GARDEN PATCH,
OR A REDEEMED SOCIAL CONDITION;
TO KNOW THAT EVEN ONE LIFE
HAS BREATHED EASIER,
BECAUSE YOU HAVE LIVED.
THIS IS TO HAVE SUCCEEDED.

~ R. W. EMERSON.

7. GOAL – SETTING SHOWS THE WAY TO SUCCESS

WHY GOALS?

- * Goals are needed to provide direction, in all areas of your life – Personal, Material, Career, Spiritual, etc.
- * Goals provide a purpose, a meaning and the needed motivation to move forward – a reason to get up early in the morning and a valid excuse to stay awake, late at night.
- * Goals give an idea about the destination, and thus the direction. Goals, like road-maps, make it possible to reach the destination, much faster.

HOW TO SET GOALS?

First, dream. Dream of everything you ever wanted. Dream like a child. While dreaming, put no ceilings and limits. No questions, at this stage.

List all your ideas, on paper, without critical evaluation or any such discussion. Just brainstorm; gather all your dreams and put them in writing.

Carefully review, and prioritize. This includes revision, rewording and restating in clearer terms – leading to improved understanding. Now, define your dream. Why it is most important to you – put it in writing.

In case, you have identified more than one goal, in your final list, write each one of the goals on separate sheets of paper.

Describe precisely, clearly and vividly each goal. State the time frame, in which you want to achieve this goal – whether at once, or in clearly defined installments. Ensure that the deadlines set are realistic, for each one of the installments.

Write your goal in the positive instead of the negative. Work for what you want, not for what others want. Make sure the goal you are working for is something you really want, not just something that sounds good. The important thing to remember here is that your goals must be consistent with your values. Also, ensure that a goal can not contradict any of your other goals.

In case of long-term goals, it would be very useful to divide them as series of short-term goals, with deadlines for each of the stages. Such a break-up helps in reviewing the progress achieved, leading to the required changes in the action plans.

STRATEGY FOR ACHIEVING GOALS:

First of all, unless someone is critical to helping you achieve your goal(s), keep your goals to yourself. The negative attitude from friends, family and neighbors can drag you down quickly. It's very important that your self-talk (the thoughts in your head) is positive.

GOALS must be challenging enough. Goals must inspire you to move out of the Comfort Zone and move into the Challenge Zone.

Be very detailed and descriptive in outlining your goal. Series of related questions will help in ensuring the required clarity in spelling out the goals in detail. This process is necessary, as it helps in clearly visualizing; such visualization helps in creating suitable action plans. Further, this visualization process will start both your subconscious and conscious minds on working towards the goal. This will also begin to replace any of the negative self-talk you may have and replace it with positive self-talk.

Feel; emotionally get stirred up; only when you are sure as to why you must attain those goals, and what you will be missing, in case you fail, you would get fully involved. A realization that your self-esteem will be increased consequent on your attaining the goal, will make you determined and disciplined to make the required sacrifices to achieve the goal.

Constantly review the progress. Strictly implement the action plans. Many mid-course adjustments may be needed to bolster your spirits. Any under-estimation of the goal, or over-estimation of yourself will get revealed, necessitating redefining, various parameters. An honest

discussion of What Works, What does not Work, will lead to identification of What will Work – and thus show proper light.

Every time you make a decision during the day, ask yourself this question, "Does it take me closer to, or further away from my goal." If the answer is "closer to," then you've made the right decision. If the answer is "further away from," well, you know what to do. You need regular reaffirmations and reinforcements. Reviewing the goals, every morning and again, every night will generally ensure that you are on the right track.

THE BENEFITS OF GOAL-SETTING:

- * Goal-setting will avoid the tendency to delay, to postpone, to find excuses, etc. Note that the only way to achieve anything is to TAKE ACTION. Plans will not lead anywhere, if they are not acted upon. "Each step taken, will bring you one step closer."
- * Energy levels increase. The purpose of life becomes vividly clear. Disciplining the mind becomes relatively easy. Goals, with your best efforts put in, will create your destiny. The power of positive attraction becomes evident. You become alert, and like a magnet start attracting any useful opportunity or information, that would help you in achieving your goals, much faster.
- * Goal-setting will help you to invest your time and talent in yourself, in your own interest.

Clear these cobwebs - Some Misconceptions About Success

1. **Some people feel that they can't be successful because of the background, education, etc.**
Anybody can be successful. It's a matter of wanting to, then doing what it takes to achieve it.
2. **Successful people don't make mistakes.**
Successful people make mistakes just like we all do. They just don't repeat them.
3. **You've got to work 60 (70, 80, 90...) hours a week to be successful.**
It's not a matter of doing A LOT of something. It's more about doing the right thing.
4. **You'll only be a success if you play by the rules.**
Who makes up the rules anyway? Each situation is different. Sometimes following the rules is needed, other times making up your own rules is what's required.
5. **If you have help along the way, it's not success.**
Success rarely occurs in a vacuum. Recognize the people who help you become successful; there are plenty of them.
6. **It takes a lot of luck to be successful.**
It takes SOME luck to be successful, sure. It takes a lot more hard work, diligence, discipline, perseverance, knowledge, and application.
7. **It's only success if you make a lot of money.**
Money is just only one of the many benefits of success.
8. **It's only success if everybody knows it.**
You may get more money and more accolades the more people know about what you have done. But, even if you were the only one who knew it, you'd still be a success. ~

LIFESTYLE :

Let others lead small lives, but not you. Let others argue over small things, but not you. Let others cry over small hurts, but not you. Let others leave their future in someone else's hands, but not you. Lifestyle is the art of discovering ways to live uniquely. Some people have learned to earn well, but they haven't learned to live well.

[With grateful thanks to Jim Rohn]

8. "I HAVE LEARNED THAT ..."

Author: Unknown

1. You cannot make someone love you. All you can do is be someone who can be loved. The rest is up to them.
2. No matter how much I care, some people just don't care back.
3. It takes years to build up trust and only seconds to destroy it.
4. It's not what you have in your life but who you have in your life that counts.
5. You can get by on charm for about fifteen minutes. After that, you'd better know something.
6. You shouldn't compare yourself to the best others can do, but to the best you can do.
7. It's not what happens to people that's important. It's what they do about it.
8. No matter how thin you slice it, there are always two sides.
9. You should always leave loved ones with loving words.
10. You can keep going long after you think you can't.
11. Heroes are the people who do what has to be done when it needs to be done, regardless of the consequences.
12. There are people who love you dearly, but just don't know how to show it.
13. Sometimes when I'm angry I have the right to be angry, but that doesn't give me the right to be cruel.
14. True friendship continues to grow, even over the longest distance. Same goes for true love.
15. Just because someone doesn't love you the way you want them to, doesn't mean they don't love you with all they have.
16. No matter how good a friend is, they're going to hurt you once in a while and you must forgive them for that.
17. It isn't always enough to be forgiven by others. Sometimes you have to learn to forgive yourself.
18. No matter how bad your heart is broken, the world doesn't stop for your grief.
19. Our background and circumstances may have influenced who we are, but we are responsible for who we become.
20. Just because two people argue, it doesn't mean they don't love each other. And just because they don't argue, it doesn't mean they do.
21. Sometimes you have to put the individual ahead of their actions.
22. Two people can look at the exact same thing and see something totally different.
23. No matter the consequences, those who are honest with themselves get further in life.
24. Your life can be changed in a matter of hours by people who don't even know you.
25. Even when you think you have no more to give, when a friend cries out to you, you will find the strength to help.
26. Writing, as well as talking, can ease emotional pains.
27. It's hard to determine where to draw the line between being nice and not hurting people's feelings and standing up for what you believe.
28. We don't have to change friends if we understand that friends change.
29. You can do something in an instant that will give you heartache for life.
30. It's taking me a long time to become the person I want to be.
31. We are responsible for what we do, no matter how we feel.
32. Either you control your attitude or it controls you.
33. It is sometimes the people, who seem to dislike you when you're down, will be the ones to help you get back up.
34. Maturity has more to do with what types of experiences you've had and what you've learned from them and less to do with how many birthdays you've celebrated.
35. Credentials on the wall do not make you a decent human being.

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9. TIME MANAGEMENT FOR STUDENTS

Our Life consists of Time. Wasting time means wasting life. You cannot go back in time and do something over again. Time cannot be stored, saved or accumulated for a rainy day. Spending it wisely and in a useful manner is the only option available to you.

You have 168 hours in a week – spend it intelligently, so that you would never have to regret later that you have wasted time and opportunity earlier.

Being a student is an important phase of your life. The quality of your future life, to a very significant extent, depends on the manner in which you have spent your student life, the good habits that you have learnt, and so on. This is the age and stage of your life, when you are likely to get exposed to various powerful and distracting influences. Your value system is likely to protect you.

You have to find a balance between studying and social activities. In order to be successful, you will have to make a conscious choice to balance the competing demands on your time. The important aspect of time management is "Scheduling" – a time for every important thing with a disciplined and orderly approach. Schedule both Study Time and Leisure Time, so that you will be in an appropriate frame of mind for studying and also you will be able to enjoy your leisure time, with a clear conscience.

Carefully observe your body clock. Do you prefer to get up early in the morning and concentrate on your studies or is it that you prefer to sit till late in the night and do your studies? This is necessary so that you can match your peak performance hours with the study time. This would help in maximizing learning opportunities.

Prioritize your time. Analyze how you have been spending the 168 hours of the week. Keeping in view the new challenges you may have to reallocate the time between the various tasks. Unless you have a clear idea about your past patterns of spending time you will find it difficult to decide on your current priorities. Maintain a TIME-LOG, for seven days, starting from Monday to Sunday. Divide each hour into 4 units of 15 minutes each, and note as to how the time has been spent, under certain major headings. This would give you a clear idea about your present practice. Now the task is to improve on it, keeping in view your new priorities.

Identify the spent time, on an average, under each of these categories:

1. S.N.M. Activities: Sustaining, Nurturing and Maintaining activities, such as sleeping, eating, traveling, etc.

2. Must-Do Activities: These are high priority items and are critical to the present stage of your life, such as attending lectures, completing assignments, pre-view reading and preparation for the class work, studying and reviewing what has been covered in the class, etc.

3. Like to Do activities: These are low priority items. They may be fun and exciting; but, surely can be postponed or avoided completely, unless identified clearly as meant for relaxation.

Now add up the total time spent on each of the categories. You are likely to find that 1. there is need for allotting more time for studies, 2. may be there is some scope for saving some time from the SNM activities and reallocate the time for studies, and 3. a serious re-look is necessary at the Like to Do activities. Please remember that it is necessary to include some time for leisure activities, such as watching television, visiting friends, etc. Be clear as to what are your priorities.

Rest and relaxation are necessary. Distinguish between the activities needed to recharge your batteries and daydreaming to avoid getting down to serious studies.

Some of the usual time wasting tendencies, to help you to be aware of:

1. Procrastination – the tendency to postpone, particularly the important things to do, such as studies. The way to overcome this tendency is to set a deadline for yourself and stick to it with discipline.

2. Worrying – is not thinking about the task. It would be better to divide the task into smaller, more convenient and manageable units and get down to the task of planning and organizing.

3. Personal disorganization – being untidy, unable to find things as you do not seriously organize yourself and your things. Remain clearly focused on one task at a time and make sure that it is completed. Do not begin different things, at the same time. Once a task is completed, put away the things, in their pre-allotted places, before taking up the next task.

Some of the benefits from effective time management :

1. You will be able to plan better. You will not be missing on important tasks, and you will have sufficient time for thinking and planning. Your thinking will be clearer and your planning will be better.

2. You will be better organized in both your studies and other aspects of your life. You will be able to enjoy the better quality work you have become capable of achieving – this improves your self-confidence.

Suggestions for better time management:

1. Plan and schedule sufficient quality time for studies. In case, you find that your scores are low, then it would be better to allot more time for studies, as this is your priority area, at this stage of your life.

2. Preparing a Things to be Done list, and ticking off items completed, and adding to the list, as new tasks arise, will help you to get the most out of your time.

3. Concentrate your energies and effort on the task at hand. Do not scatter your energies and attention on things that are not on hand now.

4. Set realistic goals for your studies as well as personal life. A sense of proportion, a sense of propriety, and a sense of purpose will help you to balance the different activities.

5. Question everything you do. When you feel that something is not going to add value, then desist from doing such a thing.

6. Evaluate early, as to what you have done and provide for improving the quality.

7. Stop urgently the tendency to postpone things.

8. Failure to stick to the planned schedule – is likely to happen more often than you thought possible. Do not fall into the trap of over-estimating yourself and under-estimating the task. Do not waste time regretting failures. Learn from your mistakes and also from the mistakes of others.

9. Acquire good study habits. Studying at the same time, each day, is a good habit. Your mind will get tuned to the task, and by force of habit, you will tend to move towards your study table, without serious effort.

10. Provide some time to reflect, think, listen and plan.

TIME MANAGEMENT :

Either you run the day or the day runs you. Learn how to separate the majors and the minors. A lot of people don't do well simply because they major in minor things. Don't mistake movement for achievement. It's easy to get faked out by being busy. The question is Busy doing what? Days are expensive. When you spend a day you have one less day to spend. So make sure you spend each one wisely. Sometimes you need to stay in touch but be out of reach. Time is our most valuable asset, yet we tend to waste it, kill it, and spend it rather than invest it. We can no more afford to spend major time on minor things than we can to spend minor time on major things. Time is more valuable than money. You can get more money, but you cannot get more time. Never begin the day until it is finished on paper. Learn how to say "NO". Time is the best-kept secret of the rich.

[With grateful thanks to Jim Rohn]

10. PERSONALITY DEVELOPMENT AND SMALL GROUP ACTIVITIES

Personality includes physical aspects of external appearance but covers a much broader area. Personality refers to the patterns of thoughts, feelings, attitudes, behaviour which are unique to every one. Personality refers to your whole character and nature. It is this uniqueness that distinguishes you from all the other people - not just your appearance.

Your hereditary and the environment in which you were brought up combine and interact to form your basic personality. However, personality can always be improved, if only you make an honest and sincere effort. Become aware of your strengths and weaknesses. Strengthen your strengths. Acquire the required new strengths. Weaken your existing weaknesses. Do not invite any new weaknesses, hereafter.

Every Individual, Institution and Nation should commit itself consciously and continuously for Value Addition. Only then, we can embark on the journey towards overall development. The suggested instrument is Small Group Activity.

General points:

1. The success of the experiment is dependent on the motivation, initiative and sustained interest to be taken.
2. The modalities being outlined here are only suggestive. The participating individuals can make appropriate alterations to suit their particular priorities and preferences. However, it is better to keep a continuous and detailed record as to the reasons for introducing the changes so that a file can be built and the experience gained can become useful while formulating future plans or for guiding other groups of interested persons.
3. It would be better to form a group of 4 or 5 persons, who are seriously committed to improving a particular aspect of their personality or for overall development. If more students are interested, they can form into more number of groups, but it would be better to restrict the number of members to 4 or 5, in each group. The main objective of limiting the number is to ensure that every member must get adequate time within the stipulated one hour / 90 minute activity. Further, the small number will ensure that all the members get sufficient opportunity to actively participate and improve himself or herself.
4. If more number of students are interested, it would be better to invite them to participate as OBSERVERS. Maybe some members from the original group would drop out, after a meeting or two and then the more interested observers can be taken in the regular group.
5. Each group is expected to meet at least once in a week, preferably more frequently, and the suggested activity time is 60 / 90 minutes. Activity time can be marginally extended to 120 minutes or even longer, depending on the interest of the particular group.
6. A suggested list of activities is given later. The activities to be taken up will depend on the particular group and their particular interest. However, it would be better to select 2 or 3 related activities to ensure that interest can be sustained.
7. It is generally observed that while every one is interested in becoming better, they do not take the initiative; they may lack the motivation; they want some one to coax them to become active; they need some supervision, some element of compulsion. Even if some initial enthusiasm is visible, it is not sustainable and people tend to relax, slow down, become irregular and ultimately discontinue the started effort. It is mainly for this reason Small Group is suggested as a Force that would put life in the activity; if one or two members are getting disinterested or distracted, the rest of the team can continue; as in everything else, perseverance pays.
8. Actually, what is necessary is that every member must make an honest analysis of their own self; their strengths and weaknesses; plan for further improving their strengths and for weakening or totally eliminating their weaknesses. They must develop self-confidence; believe in self-reliance; must realise the value of mutual help; believe in working and succeeding as a team;

improve communication skills; ensure that they can be a good team member; develop leadership qualities; make it a habit to set goals and adopt strategies to achieve the goals; must be willing to constantly review their performance; must be ready to learn from their own mistakes and also from that of others. In short, they must initiate a change in their attitude that reveals a conscious determination to become better and achieve value addition.

9. Each group must maintain sufficiently detailed records of the activities conducted, details of persons who have participated, adopt measures to evaluate the performance of each individual member and also of the group. For this purpose, it is suggested that two members must be selected by the group to act as convenors, whose responsibility it would be to maintain the records and attend to all other secretarial duties. It would be also necessary for all the members of the group to maintain a personal note book where in they would record and keep track of their own individual performance as well as that of the group. The basic idea in maintaining detailed records by each individual member as well as group convenors, is to realise that the whole thing is a guided experiment which has to be continuously monitored and improvements adopted.

10. The Convenors must ensure that the decisions of the group are generally taken after due deliberations and that they are run on democratic principles; any particular member of the group should not be allowed to dominate; the group must aim at developing team-building skills, leadership skills, and respect for values. Emphasis must be laid on discipline so that in later life the members must appreciate the value of self-discipline.

11. The group members must appreciate the value of sharing i.e. giving and receiving; growing together; adopting the principle of 'one for all and all for one'.

12. Whatever may be list of chosen activities, it is necessary that punctuality must be insisted. Punctuality improves self-discipline and inculcates the value of Time Management.

13. It may be motivating to name each group with the name of an inspiring personality; this would at least serve the purpose of motivating the members to learn about the life and contributions of that great personality.

14. While forming a group, it may be useful to keep the following points in view:

[1] ensure that about 50% of the group members must be above average, in terms of their backgrounds [such as rural / urban; English / Telugu medium; etc.] or in terms of accomplishments or at least in terms of their potential; this is suggested so as to ensure that peer group influence can work as a positive force.

[2] the group members, should preferably be from the same class, so that the group effort can also yield some additional benefits of an academic nature.

15. The following are some of the advantages of the suggested small group activity:

[1] individually and collectively they would be a motivated lot; any slackening of interest on the part of some is generally likely to be more than compensated by the sustaining interest on the part of the rest of the members.

[2] the members will develop reading habit; they would learn to prepare brief notes; they would learn to present what they have read and explain why they have liked the same; also, they will develop the ability to observe others and learn how to improve; they would simultaneously develop the ability to analyse the performance of others as well as that of their own; they would begin to appreciate a frame-work that is necessary for launching themselves on a path of progress; they would learn to set realistic goals and learn to prepare plans for accomplishing the same.

[3] they will develop a better awareness of the developments in the society and learn to become more concerned and involved; they will develop the ability to analyse better, understand better, identify better the existing constraints or hindrances, and learn to search for possible solutions, and appreciate the need for changing themselves first, for the better, before asking others to change.

[4] they will realise the power of concerted action; the advantage of convincing the people and carrying them together; they will develop the ability to see things from the others' point of view; they would, hopefully, become a little less selfish and more accommodating; they would realise the value of working for the common good and the satisfaction it gives;

[5] they will develop patience, service orientation, long-term perspective, goal setting and strategy formulation for achieving, time management skills, communication skills, decision making skills, human relationship skills, amongst others.

[6] in short, they would tend to become disciplined, honest, hardworking, positive, responsive, constructive and contributing citizens of the country.

16. The type of activities that can be taken up will depend on the preferences and priorities of the group. However, the group must commit itself to improve, amongst others, clarity of thought, focussed reading of inspiring material, ability to identify the key points and to take notes, ability to explain why they have liked some idea, quotation or thought, ability to express themselves both in speech and in writing, ability to develop better inter - personal skills, ability to evaluate others' performance, conduct themselves better in a group, how to run small groups and to maintain records, how to plan activities, events etc.

17. The main thing to be remembered is that every member must actively participate in the programme. They must allot themselves some reading or writing or thinking assignment and must be expected to do their homework diligently; come prepared after due rehearsals and make their oral or written presentations. While one member is making a presentation, others should critically observe the good points they have liked and also identify the points that need improvement and be willing to openly communicate the same, for mutual benefit.

18. The following are some of the suggested activities to be undertaken.

[1] Short Speech Session: Each member must be asked to prepare a 2 minute speech, on a topic of their interest; preferably use the tape recorder for practice and rehearsal; practice daily at least for 8 to 10 times; and make the speech before the group [even with the written notes of speech present with them]. One of the members must act as the Time-keeper. They must be told that the time taken would be observed and that they are not expected to exceed the time given. They will be given a warning bell, at the end of 1 minute 45 seconds, so that they can effectively sum up their speech in the next available 15 seconds. They must ensure, within the limited time available, to make a proper but brief introduction, develop the thought, and conclude the speech effectively. They must be encouraged to judge their own performance and explain whether they think they have done justice or not; let them quantify as to how many marks they would award themselves, say out of 100. Further, at least two of the other members must be now asked to comment on the plus points of the presentation made, along with the aspects that need further improvement. It would be better if some brief written record is made by the speaker as well as the members of the group. The purpose of a well practised speech being presented is to ensure that they get rid of their stage fear, if any, and develop effective communication skills. Over a period of time self-confidence improves and would do a lot of good to the overall personality of the member.

[2] Extempore Speech Session: Similar is the procedure for conducting an extempore speech session. The difference will naturally be, that they are not given any advance time to think or practice about the topic. If there are 4 members, each member must be given a small slip of white paper and requested to write down a topic that is suitable for a two minute speech; for example, what do you like most and why; who is your favourite writer / poet / historical personality and so on. The basic idea is the topic must be easy and not taxing so that everyone can, without any need for advance notice and preparation talk well for two minutes. The members can be asked to fold the pieces of paper on which they have noted the topic, so that the identity of a particular slip can be concealed. Members must be asked at random, to pick up one of the written slips, and start

speaking immediately. As explained above, one of the members must indicate the time taken, by acting as the time-keeper. The rest of the procedure suggested at [1] above, is similar.

[3] Sharing my Thoughts: Each member must be encouraged to commit themselves to a minimum reading of 15 minutes daily, of some inspiring and motivating material, which will make them a better human being. They must prepare a small note of what they have liked most, why they liked it and make a presentation in about 2 to 3 minutes time. It is not necessary that every member should participate, every time in this programme, i.e. by lots, two of the members will be asked to make presentations; one or two members will be asked to comment on the presentation. In fact, there is no harm if all the members make the presentation, but in order to provide for a variety in the contents of the programme, it is suggested that only two members be identified, by taking lots.

[4] Focus on the Society: The group can identify a social problem; conduct brief surveys, something like interviewing 6 to 8 members, either from the institution itself or from their neighbourhood, and prepare a brief report on the same. This activity would help them to work together, prepare a questionnaire, conduct an interview, prepare some background reading so that they themselves do know something about the topic and probable solutions, ask additional questions, learn how to summarise the findings and learn how to prepare brief notes for presentation. This would also help them to cause increased awareness of some urgent issue amongst others. About 10 to 15 minutes can be allotted for this activity. It is not necessary that this activity must be conducted every week; the topic can be decided and about 2 to 3 weeks time given for making the presentation.

[5] Reflecting on Human Values: The members must each select a human value such as Love, Truth, Peace, Righteousness, Non-violence, etc. and take two to three weeks time to make a collection of choicest quotations and make a presentation of the same. Members can be asked to select one of the quotations and briefly explain it further in their own words. This would develop a habit of reflection. Over a period of time, they would grow intellectually. Actually, with the availability of the computers, the members can at a relatively low cost make copies of their written effort available to other group members.

[6] Group Discussion: The group must plan to conduct group discussions so that this important methodology currently being used for screening and short listing the candidates for selection can be experienced by the students.

[7] Mock Interviews: The group can conduct mock interviews amongst themselves or request some senior students or their teachers to help them, so that the students can learn to face the real situations much better.

19. Feedback: Feedback has two elements: Giving and Receiving. Both are critical for improving the intended results of any activity. Please note that feedback is intended to help but not criticize. It would be better to start always with the good points, and then later state the points that need further improvement, and then finally, mention the points that must be taken care of. Praise and reinforce positive new behaviour. Use language carefully, so that it is descriptive and not evaluative. Give feedback only when the receiver is willing and ready to accept.

20. Before I conclude, it would be useful to remind ourselves that by dedication an ordinary programme can be made into an extraordinary success. There is no dearth of creative talent in the youth of our nation. Let us Trust in God and commit ourselves to prove that we can all Become Better and make others who come into contact with us better thus achieving VALUE ADDITION.

-:OOO:-

IDEAS : If you wish to find, you must search. Rarely does a good idea interrupt you. Ideas can be life-changing. Sometimes all you need is just one more good idea. Ideas are information taking shape. When a new idea comes our way, we must put it on our mental scales and weigh it carefully before deciding its value. One of the secrets to success is ideas mixed with inspiration. Nothing is more powerful for your future than being a gatherer of good ideas and information. That's called doing your homework. [With grateful thanks to Jim Rohn]

11. PERSONAL GROWTH - TAKE RESPONSIBILITY FOR YOUR LIFE

At one time or another we have all tried to avoid responsibility and have blamed others for what has gone wrong in our lives. If there is a problem at work, it is the boss's fault. If you are late for an appointment, it's bad traffic and not the fact that you didn't allow yourself enough travel time. However, if we were being honest with ourselves, we would realize that a lot of the things we blame on circumstances or other people are really our own choices.

What are the consequences of not taking responsibility for your actions? When you avoid responsibility and blame others you give away your personal power to circumstances and the people around you. You may actually feel empty or helpless because life just happens to you. In other words, if you are not responsible for anything in your life, how can you be responsible for your happiness?

Admit You Made a Mistake

Get your self-respect back. Realize that you don't need to make excuses for your behaviour. Take responsibility for your life by admitting that you made a mistake. Take responsibility for your weight, for example. Admit that food isn't the problem, your eating behaviour is. Take responsibility for the way other people make you feel. No one can make you feel "less than" unless you let them. Just because X happened (in the past), is not an excuse for Y behaviour (today). Somewhere along the way, you made a choice. Own up to it. Take responsibility for all your life choices and take responsibility for making positive changes in your life.

Allow Yourself to Face Your Truth

Unfortunately, a lot of us are afraid to face the truth about ourselves because we are afraid of "losing face" with ourselves. We are afraid to admit that we are not perfect - that we are only human. But we have to be realistic. We are flawed, imperfect human beings - we can be selfish, careless, or hurtful. The reality is, we have to stop expecting to be perfect.

Moreover, you can't just focus on your positive attributes while ignoring your flaws. This is a denial of your very self. You are telling yourself that you will only love and accept what is good about yourself while whatever is flawed or imperfect is shoved down into a dark hole. But life doesn't work that way due to the dynamic known as consequence. Our character flaws have a way of seeping out and affecting different areas of our lives. Just because you choose not to acknowledge these flaws does not mean they do not exist. Nonetheless, you can still do a lot of damage. To put it another way, our flaws may make us human but if your behaviour is hurting yourself and others, it is time to take responsibility for your life.

Rebuild Your Self-Esteem

Taking responsibility for your mistakes allows you to learn and grow from them. The person who always wants to put the blame for their mistakes onto others remains stuck. When you stop blaming circumstances and other people for whatever is wrong in your life, you build your self-esteem and your self-respect. You take back your personal power and live your life from the inside out instead of letting outside circumstances and other people direct your life.

In the same vein, it's far easier to blame than it is to forgive and move on. Don't get caught in this trap. Let go of insults, hurt, and pain. As long as you are blaming someone else for your pain, you are leaving your happiness up to someone else. You are acting like a helpless victim of life. But don't go to the other extreme by taking responsibility for everything - especially when it isn't your fault. Let it begin and end with you. You are not responsible for other people's behaviour.

Practice "Response-ability"

"Response-ability" is the ability to act positively on your life. It is the ability to choose not only your response to a given situation but choosing to deal with the consequences of your actions - whether they are good or bad. It is based on the knowledge that your quality of life is the result of every choice you make and choosing to be responsible for this life that you create. When you take responsibility, you are choosing to live by choice, not chance. You are taking full responsibility for your happiness.

[With grateful thanks to Edel Jarboe]



Feel and benefit by reading and reflecting on the following thoughts of Swami Vivekananda:

1. The main difference between men and the animals is the difference in their power of concentration. All success in any line of work is the result of this. ... The difference in their power of concentration also constitutes the difference between man and man.
2. Every thought that we think, every deed that we do, after a certain time becomes fine, goes into seed form, so to speak, and lives in the fine body in a potential form, and after a time, it emerges again and bears its results. These results condition the life of man. Thus, he moulds his own life. Man is not bound by any other laws excepting those which he makes for himself.
3. The education which does not help the common mass of people to equip themselves for the struggle for life, which does not bring out strength of character, a spirit of philanthropy, and the courage of a lion – is it worth the name ? Real education is that which enables one to stand on his own legs.
4. We want that education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's feet.
5. Nothing else is necessary but these – LOVE, SINCERITY AND PATIENCE. What is life but growth, i.e. expansion, i.e. love. Therefore, all love is life, it is the only law of life, all selfishness is death, and this is true here or hereafter. It is life to do good, it is death not to do good to others.
6. TRUTH, PURITY, AND UNSELFISHNESS - wherever these are present, there is no power below or above the sun to crush the possessor thereof.
7. **My hope and faith rest in men like you. Understand my words in their true spirit and apply yourselves to work in their light. ... I have given advice enough; now put at least something in practice. Let the world see that your listening to me has been a success.**

EXPERIENCE : Take time to gather up the past so that you will be able to draw from your experiences and invest them in the future. Don't let the learning from your own experiences take too long. If you have been doing it wrong for the last few years, I would suggest that's long enough! Life is not just the passing of time. Life is the collection of experiences and their intensity. Do not carry the past as a mere burden; insist on learning from it. Be like a sponge when it comes to each new experience. If you want to be able to express it well, you must first be able to absorb it well.

[With grateful thanks to Jim Rohn]

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1. TO BECOME BETTER...

Dear Friend,

The basic idea in presenting this material is to motivate you to initiate action. Personality Development implies that you should develop 360°. TO BECOME BETTER, it is YOU who should take the initiative.

Four short words sum up what has lifted most successful individuals above the crowd: "A LITTLE BIT MORE." Yes! A LITTLE BIT MORE. Yes, to start with, JUST A LITTLE BIT MORE.

Generally we all have a tendency to postpone; more particularly, it seems to be true, when we want to do something that is good. There is no doubt about our enthusiasm, but in our eagerness to do a good job, we want to do a lot more, and hence we would like to plan well, prepare well, and begin well. If only we are willing to start doing it NOW, even if it were to be with a less than perfect plan, it is perfectly all right to begin doing JUST A LITTLE BIT MORE. Surely, we will be doing A LOT MORE, hopefully very soon, provided we begin. Hence, it is advantageous to begin NOW to do Just a Little Bit More and gradually or may be much earlier and much faster, motivate ourselves to do A LOT MORE.

Yes, A LITTLE BIT MORE in every good thing we do. And of course, doing it NOW. It is this that makes the difference; all the difference between getting started and doing something and not getting started and doing nothing. Be DIFFERENT and not INDIFFERENT; Be DISCIPLINED and not INDISCIPLINED; Be EFFICIENT and not INEFFICIENT. And so on. Thus, BECOMING BETTER AND UNHESITATINGLY BEGINNING NOW, should be our commitment. Becoming better should be our commitment for life. And, in everything we do. Yes. Pursuit of Excellence is the purpose of life.

A LITTLE BIT MORE everyday, adds a great deal of value, over a period of time and becomes A LOT MORE - just as little drops finally add up to mighty rivers and mightier oceans.

Just by committing yourself to do "A LITTLE BIT MORE" and "BEGINNING TO DO IT NOW", you find it easy to BECOME BETTER. Good Luck. Begin Now.

PERSONAL DEVELOPMENT:

"To attract attractive people, you must be attractive. To attract powerful people, you must be powerful. To attract committed people, you must be committed. Instead of going to work on them, you go to work on yourself. If you BECOME, you can ATTRACT." "We can have more than we've got because we can become more than we are." "The big challenge is to become all that you have the possibility of becoming. You cannot believe what it does to the human spirit to maximize your human potential and stretch yourself to the limit." "The most important question to ask on the job is not "What am I getting?" The most important question to ask on the job is "What am I becoming?" "It is hard to keep that which has not been obtained through personal development." "What you become directly influences what you get."

[With grateful thanks to Jim Rohn]

PERSONALITY DEVELOPMENT

[with Human Value - orientation]

THOUGHTS & HINTS for Action Planning

Just a Minute Please . . .

It is said that the greatest discovery of our generation is that a human being can alter his life by altering his attitudes of mind.

"Take up one idea. Make that one idea your life – think of it, dream of it, live on that idea. Let the brain, muscles, nerves, ... be full of that idea, and just leave every other idea alone. This is the way to success . . ." – Swami Vivekananda

"Men often become what they believe themselves to be. If I believe I cannot do something, it makes me incapable of doing it. But when I believe I can, then I acquire the ability to do it even if I did not have it in the beginning." – Mahatma Gandhi

"Thinking leads to vision and progress, and non-thinking destroys the individual, organization and the nation. ...If you have integrity, nothing else matters. If you don't have integrity too, nothing else matters. ... Ignited minds of the young are the most powerful resource that will transform India into a developed nation."

- APJ Abdul Kalam, Our People's President of India

I have been making presentations on various aspects of Personality Development, to College Students, Youth, Corporate Executives, School children and others, so as to motivate them to "Become Better" – on a continuous basis – and in a committed manner, in order to encourage them to become positive and contributing citizens of our country.

Out of love for my mother tongue, Telugu, I have co-authored [with Sri V. Govinda Raju] and brought out a booklet, titled "Mee Margam – Mee Gamyam" containing certain aspects of personality development, with human value - orientation. I made it a point to distribute copies of this book on a 'no-profit-no-loss' basis. As a result more than 1,00,000 copies got distributed within one year. Thanks to many individuals and educational institutions, who sponsored various editions of the book, as on 2nd October, 2007, 1,40,000 copies have been distributed.

I have been attending lectures and consulting various books in English and Telugu, and making personal notes – in order to improve the content and quality of my presentations. As a teacher, this is what everyone does. When I started the collection of the points, many a time, I reworded the content and noted it in a manner that I thought would be more useful for me in making my presentations. Hence, I have not made note of different bibliographical details, regarding the name of the book, of the author, of the publisher etc. Thus, it is now impossible for me to go back to the source, repeat the entire job and collect the relevant details. Essentially, these are my personal notes. As there is no intention to commercially exploit, I am sure the good hearted people would appreciate my honesty, the purpose, the motive, and so on. I thank whole heartedly, all the great thinkers and authors, my teachers and my participants, whose significant contribution is transparently evident.

My good friend, Prof. P.L.Vishveshwar Rao, Principal, University College of Arts and Social Sciences, Osmania University, requested me to conduct a Workshop, for the students of the College. The collection of the handouts in this booklet, were brought out on this occasion. I am grateful to my friend for his initiative and the confidence reposed in me.

The following are the topics covered :

★ Becoming Better for Students	★ Time Management for Students
★ Becoming a Better Student	★ How to Excel in Work
★ Self-management for Self-development	★ Handling the Emotion of Love
★ Motivation and Goal-setting	★ Human Values
★ Communication Skills	★ Secrets of Success
★ Personality Development and Small Group Activity	

[Contd... on 3rd Title page]

[Contd... from 2nd Title page]

It is wisely said that those who try to do something and fail are infinitely better than those who try to do nothing, with the fear of failure, thus succeeding in doing nothing. Success lies in acting upon and not merely collecting the information. We can never know who we are and what we are capable of becoming, until we begin to act and see what we can do. We must move out of our COMFORT ZONE and move into the CHALLENGE ZONE. The key to unlocking your potential is within you. It is with in the power of your thought, your vision, your commitment, your discipline, your persistence and your achievement-orientation. Begin your journey of self development.

It is hoped that this humble effort would motivate you, to become better. Please do oblige by writing a postcard or by making a phone call, as how this matter can be further improved and made more useful.

Wishing you all the best,

V.VISWANADHAM

Phone: **2722 – 3383** [please contact between 8-00 and 9-00 p.m.]

Address for Correspondence:

Prof. V.Viswanadham,

F-6, B-15, New Krupa Anand Apts., West Anandbagh, Safilguda, Hyderabad -500 047. A.P.

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READ AND REFLECT ON THE FOLLOWING THOUGHTS

- * The secret of man's being is not only to live but to have something to live for.
- * You can not be lonely if you like the person you are alone with.
- * Everyone has inside of him a piece of good news. The good news is that you don't know how great you can be! How much you can love! What you can accomplish! And what your potential is!
- * It takes only one person to change your life - YOU.
- * God does not ask your ability or inability. He asks only your availability.
- * Hope sees the invisible, feels the intangible and achieves the impossible.
- * You don't have to be great to get started but you have to get started to be great.
- * If you don't stand for something, you will fall for anything.
- * The best way to predict your future is to create it.
- * How wonderful it is that nobody need wait a single moment to improve themselves and the world.
- * Happiness is that state of consciousness, which proceeds from the achievement of one's values.
- * No person was ever honoured for what he received. Honour has been the reward for what he gave.
- * What a pity that so many people rather believe their doubts and doubt their beliefs. ... Why don't we just decide to have no doubts, and believe our beliefs! Fear and worry is just the misuse of our creative powers.
- * Inspiration grows into full-scale creation through persistence and imagination.
- * Nothing splendid has ever been achieved except by those who dared to believe that something inside them was superior to circumstances.
- * Don't be a prisoner of your past, but be the architect of your future.
- * Everything is in the mind. That is where it all starts. Knowing what you want is the first step towards getting it.
- * Change your thoughts and you change your world.
- * Continuous effort - not strength or intelligence - is the key to unlocking our potential.
- * Luck is when preparedness meets opportunity.



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